

Effective April 19, 2019

# RESERVATION FORM

## For Scheduling Events at Brookdale Church Student Ministries Center

Please complete this form and submit to Brookdale Church, 203 South 31<sup>st</sup> Street, Joseph, MO 64501 for approval. Please review **Student Ministry Center Policies and Procedures** and complete **Fee Schedule Agreement** and **Liability Release Form** to ensure accurate and complete processing.

Event to be Scheduled: \_\_\_\_\_

Date of the Event(s): \_\_\_\_\_ Time: \_\_\_\_\_

Estimated # of Participants: \_\_\_\_\_ Prior set up time needed: \_\_\_\_\_

Name of Responsible Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact #'s: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

One Time Event: Yes/ No                      If Ongoing Event: From: \_\_\_\_\_ to \_\_\_\_\_

If ongoing: What is the regularly scheduled: Time: \_\_\_\_\_ Evenings/Days: \_\_\_\_\_

Room and Equipment within facility requesting use: (Please check all that apply)

Gym \_\_\_\_\_ Vinyl cover for Gym \_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Balls \_\_\_\_\_ V-Ball Net \_\_\_\_\_

Classrooms \_\_\_\_\_ Underground \_\_\_\_\_ Club Room \_\_\_\_\_ Audio/Visual Equipment \_\_\_\_\_ Kitchen \_\_\_\_\_

It is expressly understood by the above named organization/contact person that facility use is primarily for Student Ministry programming, Children's Ministry programming, and Brookdale Church functions. Secondly, the Student Ministry Center may be used by church members, Christian organizations, and community organizations that are not in conflict with the Mission Statement of Brookdale Church.

Ongoing use is granted for a four month period (except by special arrangement), and must be reevaluated at the end of that period to ascertain availability for the next period.

A new **Reservation Form**, **Fee Schedule Agreement**, and **Liability Release Form** must be completed and **Student Ministry Center Policies and Procedures** need to be reviewed again.

Brookdale Church reserves the right to cancel any event for any reason. Every attempt will be made not to interrupt a scheduled event; however, if a conflict arises, such conflict shall be resolved by the church staff. Reasonable notice shall be given to the person or organization affected.

I understand and desire to reserve Brookdale Student Ministry Center for the above mentioned activity date(s).

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# FEE SCHEDULE

## For Scheduling Events at Brookdale Church Student Ministries Center

The responsible party shall pay a fee for use of the facility based on the use of the following:

Item Used	Number of Items	Cost	Total
<b>Mandatory Key and Damage Deposit</b> <small>This money is refunded if the key is returned in five days and no damage has been done to the facility. (Please write separate check for deposit)</small>	1 Key	X	\$100.00 = \$100.00
Facility Rental Fee (\$25.00/hour)	_____ Hours	X	\$25.00 =
Tables (\$2.50 each)	_____ Tables	X	\$2.50 =
Chairs (\$.50 each)	_____ Chairs	X	\$0.50 =
Use of kitchen for food preparation		X	25.00. =
Protective Vinyl Gym Floor Covering		X	\$75.00 =
<b>Mandatory for All Non-Sport Events</b>			
<b>SERVICE FEE</b> for Set up/Tear Down of Tables/Chairs (For each set of 5 tables w/ 8 chairs) (Example) For 5 Tables with 8 chairs = \$25.00 For 10 Tables with 8 chairs = \$50.00 (\$25.00 minimum)	_____ Sets	X	\$25.00 =
Use of Audio/Visual Equipment <b>(Training Required)</b>		X	\$25.00 =
Balls, Volleyball Net, and Game Equipment Rental Flat Fee \$20.00		X	\$20.00 =
Other:			
<b>Rental Fees</b>			
<b>Key Deposit</b>			\$100.00
<b>TOTAL COST OF FACILITY RENTAL</b>			

These costs apply to all events not sponsored directly by Brookdale Church so that the church may recover any incurred expenses. This amount is refundable only if we receive a cancellation notice at least 30 days prior to the scheduled event. Cancellation between 6 and 29 days prior to the event will result in a 50% refund, and with less than 5 days' notice a refund is not possible. The Scheduling Coordinator, with the advice of Brookdale Church, may require the sponsor to pay a greater deposit to cover possible expenses. Upon satisfactory inspection following the scheduled event any deposit will be returned. If inspection is not satisfactory, the deposit or portion thereof shall be forfeited.

1. The Sponsor shall pay all deposits and fees before being issued a key for the facility.
2. The Sponsor shall pay for any and all damage to the facility or equipment in the facility
3. The Sponsor shall pay for damage to the facility or equipment and shall pay for cleaning services, if necessary at a rate of \$40.00 for the first hour and \$20.00 each additional hour.
4. Delinquent accounts for ongoing events are subject to lockout, at which point necessary contacts for collections will be made. 7% compounded interest will be applied after 4 weeks.
5. The Board of Trustees has the discretion to adjust fees as they deem appropriate.

I understand and agree to pay all above expenses incurred before the scheduled event takes place.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Release and Waiver of Liability

## For Scheduling Events at Brookdale Church Student Ministries Center

The following form will be provided to all organizations/sponsors renting Brookdale Church Student Ministry Center. Your signature upon signing implies that you have read and understand the succeeding form:

**This Release and Waiver of Liability**, is executed on \_\_\_\_\_ (date), by \_\_\_\_\_  
(Organization/Sponsor)

**1. Waiver and Release.** Organization/Sponsor does hereby release and forever discharge and hold harmless Brookdale Church and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from the Organization/Sponsor's participation in any event taking place on the grounds of in the Student Ministry Center. The Organization/Sponsor understands that this release discharges Brookdale Church from any liability or claim that the Organization/Sponsor may have against Brookdale Church with respect to any bodily injury, personal injury, illness, death, or property damage, WHETHER CAUSED BY THE NEGLIGENCE OR FAULT OF BROOKDALE CHURCH OR ANY OF ITS AGENTS, that may result from the Organization/Sponsor's participation in the event which takes place within the Brookdale Student Ministry Center. Organization/Sponsor also understands that Brookdale Church does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance. THE ORGANIZATION/SPONSOR HEREBY AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS BROOKDALE CHURCH AND ANY OF ITS EMPLOYEES OR AGENTS FROM ANY LOSS, LIABILITY, DAMAGE OR COST OF ANY NATURE WHATSOEVER THAT MAY INCUR, THAT ARISES OUT OF OR IS RELATED TO THE ORGANIZATION/SPONSORS PRESENCE ON THE PROPERTY FOR ANY REASON.

**2. Medical Treatment.** The Organization/Sponsor does hereby release and forever discharge Brookdale Church from any claim whatsoever which arises or may hereafter arise on account of any first aid treatment, or service rendered in connection with the Organization/Sponsor's participation in any event held at Brookdale Student Ministry Center.

**3. Assumption of the risk.** The Organization/Sponsor hereby expressly and specifically assumes the risk of injury or harm in all activities on the grounds and in the Student Ministry Center, and releases Brookdale Church from all liability for injury, illness, death, or property damage resulting from the activities taking place on the grounds or in the Student Ministry Center.

**4. Photographic Release.** The Organization/Sponsor does hereby grant and convey unto Brookdale Church all right, title, and interest in any and all photographic images and video or audio recordings made by Brookdale Church, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

**5. Other.** The Organization/Sponsor expressly agrees that this release is intended to be as broad and inclusive as permitted by the laws of the State of Missouri, and that this release shall be governed by and interpreted in accordance with the laws of the State of Missouri. The Organization/Sponsor agrees that in the event that any clause or provision of this release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of the release which shall continue to be enforceable.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

**IN WITNESS WHEREOF**, The Organization/Sponsor has executed this Release as of the day and year first above written.

The Organization/Sponsor: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_



# **POLICIES AND PROCEDURES**

## **For Scheduling Events at Brookdale Church Student Ministries Center**

The Brookdale United Presbyterian Church (“Brookdale Church”) facilities shall be utilized for ministry of Jesus Christ as set forth in the Mission Statement, and in a manner consistent with the mission, faith, doctrine, and policy of Brookdale Church. Therefore, the following procedures and policies for the Student Ministry Center are adopted:

### **STUDENT MINISTRY CENTER**

The Student Ministry Center (“SMC”) shall be used primarily for Student Ministry programming, Children’s Ministry programming, and Brookdale Church functions. Secondarily, the Student Ministry Center may be used by church members, Christian organizations, and community organizations that are not in conflict with the Mission Statement of Brookdale Church, and in a manner consistent with the mission, faith, doctrine, and polity of Brookdale Church. Church members may use the facility without a reservation or signing a rental agreement. They must first contact the Scheduling Coordinator and let that person know the requested time and approximate duration. The staff member must remain in the facility for the duration of the event. The Session shall have the discretion to make the final determination as to whether these requirements have been met. If the Scheduling Coordinator(s) has any doubt as to whether an organization or event meets the above requirements, they shall notify the pastor, who shall bring it to the attention of the Session.

### **POLICIES:**

#### ***1.0 Scheduling Coordinator***

- 1.1 The scheduling coordinator shall be responsible for scheduling all events held in the SMC.
- 1.2 All events shall be placed on a central facility calendar by the scheduling coordinator.
- 1.3 The scheduling coordinator shall be appointed by the Trustees Designate unless otherwise directed by the Session.
- 1.4 Brookdale Church Secretary has access to the scheduling calendar and can provide back-up support in the event that the Scheduling Coordinator is not available.

#### ***2.0 Placing Events on Facility Calendar***

- 2.1 All events to be held in the SMC shall be scheduled through the Scheduling Coordinator. Any questions on whether events conflict with the Mission Statement of Brookdale Church shall be directed to the Board of Trustees.
- 2.2 The event sponsor shall make an application for reservation as set forth in section 3.0 prior to that event being placed on the facility calendar. Such events shall not be placed on the calendar more than one year in advance.
- 2.3 Every attempt will be made not to interrupt a scheduled event; however, if a conflict arises under this policy, such conflict shall be resolved by the church staff and the Scheduling Coordinator. Reasonable notice shall be given to the person or organizations affected.
- 2.4 Because of Federal Tax Laws Brookdale Student Ministry Center is unable to be rented to for-profit organizations. In accordance with 501(c)(3) tax-exempt status Brookdale Church property is to be “used exclusively for religious and charitable purposes.” Renting to a profit-making organization may endanger the tax-exempt status of the property.

#### ***3.0 Application for Reservation***

- 3.1 All event sponsors shall complete the necessary forms. Such forms may include but are not limited to: Reservation Form, Fee Schedule, Policy and Procedure Acknowledgement, and Liability Release Waiver.
- 3.2 The Scheduling Coordinator shall submit all large or ongoing events to Brookdale Church staff for review on a biannual basis. Such review shall include but not be limited to an evaluation for scheduling conflicts and applicable deposits.

#### 4.0 Expenses

- 4.1 This section shall apply to events not sponsored directly by Brookdale Church so that the church may recover expenses incurred for allowing the facility to be used.
- 4.2 The scheduling coordinator, with advice of the church staff, may require the sponsor to pay a deposit to cover possible expenses. Upon satisfactory inspection following the scheduled event any deposit will be returned. If inspection is not satisfactory, the deposit or portion thereof shall be forfeited.
- 4.3 Expenses shall be outlined specifically in the Fee Schedule and agreed upon prior to the rental of the facility.
- 4.4 The sponsor shall pay all deposits and fees before being issued a key to the facility.
- 4.5 To avoid additional charges the sponsor shall remove all trash to the dumpster, wipe down tables, and wipe kitchen counters and sinks (if used)
- 4.6 In the event of damage to the facility, reasonable attempts will be made to uncover the facts about the damage and thereby identify the responsible party, however the event sponsor for the time the damage was incurred will be accountable for the damage. The sponsor shall pay for damage to the facility or equipment and shall pay for cleaning services (if necessary) at a rate of \$40.00 for the first hour and \$20.00 each additional hour
- 4.7 Delinquent accounts for ongoing events are subject to lockout, at which point necessary contacts for collections will be made. 7% compounded interest will be applied monthly after the first month.

#### 5.0 Directives for Use

- 5.1 Each sponsor shall agree to follow the directives for use set forth below:
  - a. All groups are expected to stay in the area(s) where their activities are scheduled.
  - b. Turn off all lights and electrical appliances, especially when leaving the building.
  - c. Check restrooms in the area of the building you used to see that toilets are flushed and water faucets are turned off and lights are out.
  - d. Observe the rules for proper Kitchen use. The Sponsor is responsible for removing trash to dumpster, wiping down tables, wiping kitchen counters and sinks (if used) and reporting any damage to equipment or facility to the scheduling coordinator.
  - e. Any equipment required for your event can be checked out in the Student Ministry Office prior to the event. All equipment shall be returned to the SMC office promptly after event.
  - f. Sitting or standing on tables or standing on the folding chairs is prohibited.
  - g. The use of Brookdale's sound and/or audio equipment is strictly prohibited unless you are contracted to do so. If equipment is used without permission your deposit will not be returned.
  - h. Smoking, chewing tobacco, alcoholic beverages, or illegal substances are not permitted in the SMC or on the grounds.
  - i. No firearms or weapons of any kind are allowed in the SMC or on the grounds.
  - j. Noise shall be kept to minimum out of respect for our neighbors.
  - k. Equipment shall not be removed from church property, and furniture may not be removed from the room it belongs in.
  - l. Your key will allow you to enter the exterior doors. **Do not prop open any doors.** Renters can exit through any door located in their area of use.
- 5.2 Any non-Brookdale sponsored event of more than 30 individuals 18 years of age or under shall have at least (2) responsible adults present for the entire event. An additional responsible adult must be present for each additional 30 individuals or part thereof. A waiver of this requirement may be granted by the church staff after considering any special circumstances of the event.
- 5.3 Failure to follow the scheduling procedures or building use guidelines may result in the denial of future facility use requests.

**I have read and hereby agree to follow all the directive policies and procedures pertaining to our rental of the facility as outlined above.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_